



Order form



ORDER FORM AND CALL-OFF CONTRACT
FRAMEWORK AGREEMENT LGRP 1030

FROM

Customer	Nottingham City Homes
Address	Loxley House, Station Street, Nottingham, NG2 3NG
Invoice address	Loxley House, Station Street, Nottingham, NG2 3NG
Contact ref:	Ref: Name: Liz Cook Phone: e-mail: liz.cook@nottinghamcity.gov.uk

TO

Provider:	Tile Hill Interim & Executive Ltd
Address:	York House, 221 Pentonville Road, London N1 9UZ
Contact details	Tile Hill Consultant: Matt Gleeson Phone: M: 07944984237 Email: matt.gleeson@tile-hill.co.uk

1. TERM
1.1 Effective date 1.1.1 This Call-Off Contract shall commence on: 1 st September 2025 1.1.2 Start Date: 1 st September 2025
1.2 Expiry date 1.2.1 This Call-Off Contract shall expire on: 1 st September 2026 1.2.2 End Date (including any extension period or periods): 1 st September 2026
1.3 Call-Off fees payable by customer and payment profile: Client daily charge rate £660 + VAT Plus any expenses payable (only those incurred in the delivery of the role and in line with client expenses policy)

2. PERFORMANCE OF THE SERVICES

2.1 Key personnel of the provider to be involved in the services [and deliverables]:

Job Title/Key deliverables for the assignment: Interim Governance Manager

Name of Interim: Devanamby Kanthasamy

Limited Company/Umbrella Company: Paystream My Max Limited

IR35 Status: Inside IR35

Number of working days per week: 2-3 days

Notice Period: One week within the first month, one month thereafter

2.2 Performance standards:

2.3 Location(s) at which the services are to be provided:

Remote working or on client site as required by the client

2.4 Quality standards:

2.5 Contract monitoring arrangements:

2.6 Management information and meetings

2.7 Implementation plan details:

2.8 Customer's internal policies, procedures, codes or practices:

3. CONFIDENTIAL INFORMATION

3.1 The following information shall be deemed confidential Information:

3.2 Duration that the information shall be deemed confidential Information:

4. PAYMENT PROVISIONS	
4.1 Fees	<p>Client Daily Charge Rate £660 + VAT</p> <p>Total Contract Value £103,620 + VAT Approx. based on 157 days working 3 days</p>
4.2 Funding	Purchase order Number: to be provided by the customer
4.3 Refund scale for permanent employees fees	<p>Following Employee leaving customer's employment within 10 weeks and further to clause 13.2.2, the parties can determine to agree to adjust the refund scale set out below:</p> <ul style="list-style-type: none"> a) [0-3 weeks 100% refund b) 3-5 weeks 80%-50% refund c) 5-8 weeks 50%-30% refund d) 8-10 weeks 30%-0% refund]
4.4 Invoicing arrangements	The Employment Business/Provider will invoice the Client on a weekly/monthly basis. The Client will pay the Charges within 30 days of the date of the invoice
4.5 Insurance	<p>Public liability insurance shall be: £10 million – any one occurrence</p> <p>Employer's liability insurance shall be: £5 million – any one occurrence</p> <p>Professional indemnity insurance shall be: £5 million – any one occurrence</p>

5. FURTHER COMPETITION: ADDITIONAL REQUIREMENTS
5.1 Supplemental requirements in addition to Call-Off Contract:
5.2 Variations to Call-Off Contract:

Appendix 1: Fees

Appendix 2: Additional Services

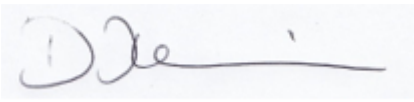
Appendix 3: Specification for the Services and Lots

Appendix 4: The Provider's Tender

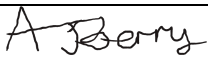
Appendix 5: Supplemental Tender (for Further Competition)

BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES to enter a legally binding Call-Off Contract with the Customer to provide to the Customer the Services specified in this Order Form (together with, where completed and applicable, the Further Competition (additional requirements) set out in this Order Form) incorporating the rights and obligations in the Call-Off Contract set out in the Framework Agreement entered into by the Provider and the Authority on [22nd August 2025].

For and on behalf of the Provider:

Name and Title	David Weir – Director
Signature	
Date	22 nd August 2025




For and on behalf of the Customer:

Name and title	Andrew Berry
Signature	
Date	27 / 08 / 2025

Title	Devanamby Kanthasamy__LGRP Order_Nottingham City Homes...
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